

Chief, General Purchase Branch  
Procurement Division, OL

18 SEP 1957

Chief, Records Management Staff

Filing Equipment on Purchase Order 58-2050, your memorandum dated 10 September 1957

1. I am returning the attached purchase order for 116 insulated cabinets with the recommendation that this acquisition action be suspended until 1 January 1958.

2. I realize this order takes into consideration item usage and lead time for delivery but I feel that this agency must exercise more control over the acquisition of additional filing equipment and improve the utilization of filing equipment on hand. We have found records in many offices that have served their purpose but have not been removed from the insulated cabinets to the agency Records Center. Also we have found non-record material maintained in insulated cabinets that could be either destroyed or filed in non-insulated filing cabinets, if required for a good purpose.

3. I believe that we must also consider the floor space that 116 cabinets will occupy. Assuming each cabinet will require nine square feet of floor space, which includes an allowance for aisle and working space, 1044 square feet of space would have to be provided. We both know the floor space limitation of our present buildings and that of the new building.

4. Considering the intent of GSA Regulation 1-III, 204.00 I can not in good conscience sign the certification shown on this order. If we can promote better utilization of the existing filing equipment during the next three months I believe reconsideration of this purchase order would be appropriate after the first of next year.

Attachment  
Purchase Order 58-2050

cc Chief Mgt Staff. LCP

Mgt/S/RMS/jml (17 Sept. 57)

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NOTE

ON 12 Sept. 1957, the utilization of filing equipment and the requisition for 116 insulated cabinets was discussed with Messrs / / They suggested non-concurrence in acquisition on basis of increased activity to control creation of new records and the collection of additional material.

LGC

On Hand 23  
 Due In 86  
 109 Balance to be accounted for  
 Due Out 26  
 83 Balance for distribution

Field estimate requirements

FY 1957 experience 136  
 Plus 10% for margin of safety (World situation) 14  
 Est. requirements for field 150

Need to order for Field

Est. Field Requirements FY 1958	150	
Balance for distribution	83	
Balance to be purchased for next 10-12 months	67	\$ 428
		67
		2996
<u>None for Headquarters</u>		2568
12.5 per mo. (Aug)		\$28,676.00
12 / 150		

Memo of Agreement - DDP Notice on use of Safes and Utilization?  
 Headquarters Notice?